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Executive Registry
83-3142

ES 83-1

20 June 1983

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20 JUN 1983

MEMORANDUM FOR: See Distribution
FROM : Executive Secretary
SUBJECT : Transmittal of Correspondence

As time passes and personnel change within CIA, it appears appropriate to recirculate as I did last year the attached memorandum of June 1981, subject as above. Will you please call it to the attention of your organizations and bear in mind we can all serve the Director, ourselves and the Agency better if we reduce handcarrying to the absolute minimum.

[Redacted Signature]

Thomas B. Cormack

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Attachment:
As stated

~~Distribution:~~

- ✓ D/ICS
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- DDO
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- D/OEXA
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DCI
EXEC
REG

ADMINISTRATIVE-INTERNAL USE OK

Executive Registry

81-1497

ES 81-2
15 June 1981

MEMORANDUM FOR: See Distribution

FROM : Thomas B. Cormack
Executive Secretary

SUBJECT : Transmittal of Correspondence

REFERENCE : dated 28 June 1979, Paragraph 32d

1. Far too often material is reaching the Director or Deputy Director or their immediate offices without going through the Executive Registry and over my desk. The Director and Deputy Director look to me to see that all material is properly coordinated and that the left hand has the opportunity to know what the right hand is doing. That material gets to the Director or the Deputy Director without the benefit of Registry and consolidation with other related inputs from line or staff elements can be attributed to the fact that you or one of your staff handcarried the material. The secretaries in the DCI and DDCI offices are under instructions to handcarry any item you may have dropped on their office to the Registry, which in turn will return it via my office. Of course there are exceptions, e.g., when the Director, Deputy Director, or any of their immediate staff, have phoned saying they are waiting for a paper, when you are meeting with them and provide a piece of paper across the table, cables, etc. In most cases, your offices subsequently drop an information copy on the Registry and we are able to record and retrieve as appropriate.

2. It is understood that there is a very limited quantity of paper that should be exempted from Registry, such as correspondence related to some personnel/security/medical-related cases, or particularly sensitive DDO operations. However, we have a responsibility to record its existence if it involves DCI/DDCI review and approval. (This can be accomplished by concurrently providing me with a blind memorandum - see sample attached.) In all such cases, we have an obligation to know where the office of record is.

ADMINISTRATIVE-INTERNAL USE ONLY

3. The Director and Deputy Director look to me to see that material reaching them is properly coordinated, has relevant reference material attached to it, and is filed for retrieval on short notice. I hope you will cooperate with us in discharging these responsibilities.

STAT

Thomas B. Cormack
Executive Secretary

Distribution: (all with attachment)

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Internal Distribution:

Original - ES Chrono
1 - ER

MEMORANDUM FOR : Director of Central Intelligence
VIA : Deputy Director of Central Intelligence
FROM : Deputy Director for Operations
SUBJECT :

STAT

ACTION REQUESTED: Review and Approve

* ACTION TAKEN : DCI approved...or DCI returned to DDO with comment

OFFICE OF RECORD: DDO

* To be recorded by SA/DCI or originator (in those cases where the DCI or DDCI personally hands the paper back to DD) and furnished Executive Registry.